**Course Description**

This course is an introduction to the terminology associated with medical language. The structure of medical language, including prefixes, suffixes, root words and medical abbreviations associated with the medical profession will be discussed. Terminology relative to the following body systems are included: gastrointestinal, respiratory, cardiovascular, hematology and immunology, integumentary, skeletal, muscular, nervous, special senses, urinary system, male genitourinary system, female reproductive system, endocrine system, ophthalmology and otolaryngology, In addition to studying the medical terminology, the course briefly covers disease processes and treatment modalities such as psychiatry, oncology, radiology and nuclear medicine. This course is a prerequisite to Medical Anatomy and Physiology.

**Course Objectives**

Upon successful completion of this course, the student should be able to:

***Cognitive***

* Comprehend the terminology associated with the structure of medical language.
* Identify and utilize the meanings and applications of root words, prefixes and suffixes.
* Identify medical abbreviations and acronyms.
* Comprehend the terminology associated with body structure.

***Psychomotor***

* Define and pronounce the structures, functions, diseases and disorders associated with; gastroenterology, the respiratory system, the cardiovascular system, hematology, immunology, the integumentary system, the skeletal system, the muscular system, the nervous system and special senses, the urinary system, the male and female reproductive system, the endocrine system, ophthalmology, otolaryngology, psychiatry, oncology, radiology and nuclear medicine.

***Affective***

* Apply medical terminology to communicate effectively.

**Required Student Resources**

**Textbook**

Title: Medical Language

Edition: 2nd, 2011

Author: Turley, Susan

Publisher: Pearson

ISBN: 978-0-13-505578-6

**Material**

Notebook/Flash cards

**Instructor:**

Jeanne E. Goodwin, MSED

**Telephone:**

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**E-Mail:**

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**Office Hours:**

**Start Date:**

**Completion Date:**

Tuesday May 8, 2012

**Days and Times:**

**Class Location:**

**Prerequisites:**

**Medical Terminology**

**Course Contact Hours: 60**

**Course Length: 6 Weeks**

**Quarter Credit Hours: 4**

**Lecture: 30**

**Laboratory: 30**

**Externship: None**

**Americans with Disabilities Act**

**Guidelines:**

Requests for accommodations should be submitted to the campus president.   Faculty are not authorized to grant accommodations.

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| **COURSE OUTLINE**  Below is the course schedule which identifies lecture topics, assignments and other course activities and the homework required for completion each week. | | |
| Lecture Topic | In-Class Activity | Homework/Out of Class |
| **Week One Objectives:** Introduction to Medical Language   * Comprehend the terminology associated with the structure of medical language. * Identify and utilize the meanings and applications of root words, prefixes and suffixes. * Identify medical abbreviations and acronyms. * Apply medical terminology to communicate effectively. | | |
| * The five skills of medical language communication * Origins of medical language * Latin and Greek nouns * Word parts * Structure of Medical Language; Prefixes; Suffixes; Root Words * Spelling and pronunciation of medical words * Medical documents * Abbreviations | Discussion: Chapter 1 – Critical Thinking Questions  **Quiz** | **Read:**  Chapter 1: Introduction to Medical Language  **Assignment:** Chapter 1: Building Medical Words Exercise – Create word reference notebook for in class use.  Take Home Worksheet, Chapter 1 |
| Lecture Topic | In-Class Activity/Lab Assignment | Homework/Out of Class |
| **Week Two Objectives:** The Human Body   * Comprehend the terminology associated with the structure of medical language. * Identify and utilize the meanings and applications of root words, prefixes and suffixes. * Identify medical abbreviations and acronyms. * Comprehend the terminology associated with body structure. * Apply medical terminology to communicate effectively. | | |
| * Organization of the human body * Body; directions, cavities and systems * Categories of Diseases * Physical exams * Categories of healthcare professionals and settings * Word parts related to the body, health and disease | Discussion: Chapter 2 – The Body, vocabulary review  Discussion: Chapter 2 – Disease, vocabulary review  Discussion: Chapter 2 – Healthcare professionals and settings, vocabulary review - Quiz  **Quiz** | **Read:**  Chapter 2: The Body in Health and Disease  **Assignment:** Chapter 2: Building Medical Words Exercise – Continue word reference notebook from Week 1  Take Home Worksheet, Chapter 2 |
| Lecture Topic | In-Class Activity/Lab Assignment | Homework/Out of Class |
| **Week Three Objectives:** Body Systems   * Define and pronounce the structures, functions, diseases and disorders associated with; gastroenterology, the respiratory system, the cardiovascular system, hematology, immunology, the integumentary system, the skeletal system, the muscular system, the nervous system and special senses, the urinary system, the male and female reproductive system, the endocrine system, ophthalmology, otolaryngology, psychiatry, oncology, radiology and nuclear medicine. * Apply medical terminology to communicate effectively. | | |
| * Anatomy of the Gastrointestinal System   + Diseases and Conditions   + Procedures   + Drug Categories * Anatomy of the Respiratory System   + Diseases and Conditions   + Procedures   + Drug Categories * Anatomy of the Cardiovascular System   + Diseases and Conditions   + Procedures   + Drug Categories * Anatomy of the Blood and Lymphatic System   + Diseases and Conditions   + Procedures   + Drug Categories | Discussion: Chapter 3 – Gastroenterology, vocabulary review  Discussion: Chapter 4 – Respiratory, vocabulary review  Discussion: Chapter 5 – Cardiovascular, vocabulary review  Discussion: Chapter 6 – Hematology and Immunology, vocabulary review  **Midterm exam** | **Read:**  Chapter 3: Gastroenterology • Gastrointestinal System  Chapter 4:  Pulmonology • Respiratory System  Chapter 5:  Cardiology • Cardiovascular System  Chapter 6:  Hematology and Immunology • Blood and Lymphatic System  **Assignment:** Chapter 3, 4, 5 and 6: Building Medical Words Exercise – Continue reference notebook from Week 1  Take Home Worksheet, Chapters; 3, 4, 5 and 6 |
| Lecture Topic | In-Class Activity/Lab Assignment | Homework/Out of Class |
| **Week Four Objectives:** Body Systems   * Define and pronounce the structures, functions, diseases and disorders associated with; gastroenterology, the respiratory system, the cardiovascular system, hematology, immunology, the integumentary system, the skeletal system, the muscular system, the nervous system and special senses, the urinary system, the male and female reproductive system, the endocrine system, ophthalmology, otolaryngology, psychiatry, oncology, radiology and nuclear medicine. * Apply medical terminology to communicate effectively. | | |
| * Anatomy of the [Integumentary System](http://instructors.coursesmart.com/9780137026005/327)   + Diseases and Conditions   + Procedures   + Drug Categories * Anatomy of the Skeletal System   + Diseases and Conditions   + Procedures   + Drug Categories * Anatomy of the Muscular System   + Diseases and Conditions   + Procedures   + Drug Categories * Anatomy of the Nervous System   + Diseases and Conditions   + Procedures   + Drug Categories | Discussion: Chapter 7 – Dermatology, vocabulary review  Discussion: Chapter 8 – Skeleton, vocabulary review  Discussion: Chapter 9 – Muscle, vocabulary review  Discussion: Chapter 10 – Neurology, vocabulary review  **Quiz** | **Read:**  Chapter 7: Dermatology • Integumentary System  Chapter 8:  Orthopedics • Skeletal System  Chapter 9:  Orthopedics • Muscular System  Chapter 10:  Neurology • Nervous System  **Assignment:** Chapter 7, 8, 9 and 10: Building Medical Words Exercise – Continue reference notebook from Week 1  Take Home Worksheet, Chapters; 7, 8, 9 and 10 |
| Lecture Topic | In-Class Activity/Lab Assignment | Homework/Out of Class |
| **Week Five Objectives:** Body Systems   * Define and pronounce the structures, functions, diseases and disorders associated with; gastroenterology, the respiratory system, the cardiovascular system, hematology, immunology, the integumentary system, the skeletal system, the muscular system, the nervous system and special senses, the urinary system, the male and female reproductive system, the endocrine system, ophthalmology, otolaryngology, psychiatry, oncology, radiology and nuclear medicine. * Apply medical terminology to communicate effectively. | | |
| * Anatomy of the [Urinary System](http://instructors.coursesmart.com/9780137026005/327)   + Diseases and Conditions   + Procedures   + Drug Categories * Anatomy of the Male Genitourinary System   + Diseases and Conditions   + Procedures   + Drug Categories * Anatomy of the Female Genital and Reproductive System   + Diseases and Conditions   + Procedures   + Drug Categories * Anatomy of the Endocrine System   + Diseases and Conditions   + Procedures   + Drug Categories | Discussion: Chapter 11 – Urology, vocabulary review  Discussion: Chapter 12 – Male Reproductive, vocabulary review  Discussion: Chapter 13 – Gynecology and Obstetrics, vocabulary review  Discussion: Chapter 14 – Endocrinology, vocabulary review  **Quiz** | **Read:**  Chapter 11. Urology • Urinary System  Chapter 12. Male Reproductive Medicine • Male Genitourinary System  Chapter 13:  Gynecology and Obstetrics • Female Genital and Reproductive System  Chapter 14:  Endocrinology • Endocrine System  **Assignment:** Chapter 11, 12, 13 and 14: Building Medical Words Exercise – Continue reference notebook from Week 1  Take Home Worksheet, Chapters; 11, 12, 13 and 14  Prepare for Final Exam |
| Lecture Topic | In-Class Activity/Lab Assignment | Homework/Out of Class |
| **Week Six Objectives:**  Body Systems and Medical Specialties   * Define and pronounce the structures, functions, diseases and disorders associated with; gastroenterology, the respiratory system, the cardiovascular system, hematology, immunology, the integumentary system, the skeletal system, the muscular system, the nervous system and special senses, the urinary system, the male and female reproductive system, the endocrine system, ophthalmology, otolaryngology, psychiatry, oncology, radiology and nuclear medicine. * Apply medical terminology to communicate effectively. | | |
| * Anatomy of the [ENT System](http://instructors.coursesmart.com/9780137026005/327)   + Diseases and Conditions   + Procedures   + Drug Categories * [Anatomy Related to Psychiatry](http://instructors.coursesmart.com/9780137026005/851)   + Disorders and Conditions   + Procedures   + Drug Categories   + Therapies * Anatomy Related to Oncology   + Types of Cancer   + Procedures   + Drug Categories * Radiology * Nuclear Medicine | Discussion: Chapter 16 – ENT, vocabulary review  Discussion: Chapter 17 – Psychiatry, vocabulary review  Discussion: Chapter 18 – Oncology, vocabulary review  Discussion: Chapter 19– Radiology, vocabulary review  **Final Exam** | **Read:**  Chapter 16. Otolaryngology • Ears, Nose, and Throat  Chapter 17. Psychiatry  Chapter 18:  Oncology  Chapter 19:  [Radiology and Nuclear Medicine](http://instructors.coursesmart.com/9780137026005/934)  **Assignment:** Chapter 16, 17, 18 and 19: Building Medical Words Exercise – Continue reference notebook from Week 1 – Use this reference notebook in AHP106  Take Home Worksheet, Chapters; 16, 17, 18 and 19  Prepare for Final Exam |

**Requirements for successful completion of this course:** *A minimum passing grade of C is required for successful completion of this course.*

**Grade Point Value**

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| --- | --- | --- |
| **Grade** | **Percentage** | **Quality Points** |
| A | 95 to 100 | 4.0 |
| A- | 90 to 94 | 3.7 |
| B+ | 87 to 89 | 3.3 |
| B | 83 to 86 | 3.0 |
| B- | 80 to 82 | 2.7 |
| C+ | 78 to 79 | 2.3 |
| C | 73 to 77 | 2.0 |
| C- | 70 to 72 | 1.7 |
| D+ | 67 to 69 | 1.3 |
| D | 60 to 66 | 1.0 |
| F | 59 or below | 0.0 |

**Methods of Evaluation**

Participation/Attendance 20%

Reference Notebook Project 25%

Homework 20%

Exams 35%

100%

**Homework/Out of Class Time Summary**

Reading: 5 Hours per Week

Worksheets: 2 Hours per week

Exam: For every test, anticipate two hours of preparation time

Terminology Notebook Project: 2 Hours per week

**Teaching Strategies**

Lecture

Discussion/Q & A’s

Vocabulary and Spelling

Virtual Laboratory Multimedia

**Methods of Delivery**

Residential

**Classroom Policy**

Our goal is to build a respectful learning and work environment that allows for positive communication and teamwork.  To promote this all students must abide by academic policies related to attendance, behavior and professional conduct as published in the current institutional catalog. *The course syllabus is a general plan for the course; deviations may be necessary and will be announced.*

***All make-up quizzes and tests will be given on the following days and times: Wednesday 7:30am – 9:00am and 4:00pm-5:30pm Thursday 2:15pm-4:00pm. THESE ARE THE ONLY TIMES MAKE0UP QUIZZES AND TESTS WILL BE ADMINISTERED. YOU MUST HAVE YOU INSTRUCTOR APPROVE OF THE MAKE-UP IN ADVANCE OF THE TIME. DOCUMENTATION OF MITIGATING***